

DCDS FINANCIAL USERS NETWORKING MEETING
Meeting Minutes for June 1, 2006

Present:

Jeanette Hensler, Agriculture
Jennifer Le, Agriculture
Beth Ball, Attorney General
David Batz, Auditor General
Dennis Strzalkowski, Auditor General
Elizabeth Torres, Auditor General
Raj Mehta, Civil Rights
Nanette Gordon, Community Health
Sue Malkin, Community Health
Lisa Smyth, Community Health
Bidhan Redey, Corrections
Jennette Woodruff, Education
Bob Holmes, Environmental Quality
Jill Trepkoski, Environmental Quality
Colleen Curtis, Human Services
Dave Putman, Human Services
Diann Pintacura, Information Tech.
Sandy Theisen, Information Technology
Diane Giganti, Judicial

Chris Graham, Labor & Econ. Growth
Debra Bachman, Lottery
Natalia Tiemann, Lottery
Brad Weber, DMB
Adel Beachnau, DMB/OFM
Cheryl Blonde, DMB/OFM
Brian Curran, DMB/OFM
Ed Dettling, DMB/OFM
Patrick Hague, DMB/OFM
Ruth Mealy, DMB/OFM
Jeremy Piggott, DMB/OFM
Mary Jo Letner, Natural Resources
Patricia Schrauben, Senate Fiscal Agy.
Gina Feguer, State
Juanita Sarles, State
Suzette Walker, State Police
Patrick McCarthy, Transportation
Nicole Leipprandt, Treasury

Approval of the Agenda – Ed Dettling

The agenda was approved with no additions.

ITEMS FOR DISCUSSION

Presplit Pay Processing

Ruth discussed the year-end closing dates relevant to payroll and how the processing for presplit pay is handled. In order to run the presplit pay for insurance charges, these charges have to be moved to the next pay period end date. When records have changed, the data no longer displays effectively in DCDS or may not load to MIDB. It posts, but cannot be viewed. Between 300 and 350 employees were affected last year and we want to address this issue this year. DCDS and MIDB staff are looking at ways to identify these records in an attempt to avoid this situation again this year.

Comptroller Objects for Comp Time Earned

Brian stated that the comp time earned pay codes are being matched to the comp time used. Shift premium time is being charged to the comp time used. We need to map these to a DCDS code.

ZURV Emails

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Ed said that agencies have been asked to confirm with Patrick how they want their expenditure credit handled for unrecoverable transactions.

Time and Expense Update

Ruth gave an update on the Time and Expense Project. Once we have received a formal recommendation and the committee approves, groups will be formed to work with all agencies. At that point, all agencies will be contacted and we will move ahead with this project.

Payroll Liaisons

Ed provided the listing of PTR's Agency Payroll Liaisons. Contact your liaison if you have any agency payroll issues.

Payroll Adjustment Transaction Cycle

Brian explained the proper use of ADJ1 and ADJ2. ADJ1 is used for unrecoverable deduction offsets (every pay calc week and at W-2 time). ADJ2 is used when netting PR80s to zero. An ADJ1 needs to be related to some sort of deduction. It needs to be communicated to the Human Resource offices not to use ADJ1. The group went through the handout listing the correct uses and the best solutions that were identified for the incorrect uses.

Brian will be putting together similar information for the unrecoverable process.

Training on 1099 Reporting

Ed stated there seems to be a need to explain the 1099 process to agencies, which would stress the importance of using correct object codes, when to select a 1099 reportable object, and what happens in the background. This training could be provided by OFM's Training Section and would be offered to Accounts Payable and Procurement staff and any employee who does the 1099 corrections. For starters, agencies were asked to email Ed with any questions they have, and he will put together a document explaining the process, which will eventually be added to the 1099 Chapter of the FMG.

ADDED ITEMS FOR DISCUSSION

Restructuring the DCDS FUN Group

Ruth shared the idea of possibly restructuring the audience of the Financial User Networking Group. The FUN group has dealt more with payroll and payroll accounting issues and this may be a good way to establish better communication between Human Resource and Accounting offices. The group would still meet quarterly. A favorable response was received.

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SSNs in DCDS

The change from social security numbers to Employee ID numbers in DCDS went live the weekend of May 26.

OPEN DISCUSSION

The ZR720 will be redesigned to handle unrecoverables. Work is being done on the mechanics necessary to get this project moving.

Discussion was held on the use of social security numbers on travel vouchers. This issue will be addressed in the Time and Expense project. A temporary solution is to leave the SSN off of the travel voucher and the person processing the voucher would then obtain it from HRMN. OFM's MAIN FACS Service Center is looking into a solution for vendors who use SSNs.

The OFM Help Desk requests any seasonal employee vendor forms that are sent to them include the employee ID number.

The importance of Accounting offices communicating with the Human Resource offices what needs to be done regarding the year-end closing schedule.

NEXT MEETING

The next meeting will be Thursday, September 7, 2006 at 10:00 a.m., in the Michigan Room, First Floor, Romney Building.